

## DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 200 SUBSTANCE ABUSE PROGRAM  
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Date Last Revised: 15 March 2012
- 200 01 UNIT SUBSTANCE ABUSE PROGRAM
- 200 01 001 Is there a designated SACO or Substance Abuse Control Specialist (SACS) and has this individual completed the requisite training within 90 days of appointment?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G
- 200 01 002 Can the unit validate that annual supervisory level training for officers and Staff Non-commissioned Officers (SNCOs) in drug and alcohol abuse prevention is being conducted?  
Reference  
MCO 5300.17, CHAP 2, PAR 1.C.(2)
- 200 01 003 Does the unit maintain the percent record of Non-commissioned Officers (NCOs) that have received the required drug and alcohol abuse prevention training, through an approved course, that they will in turn provide annually to their subordinates?  
Reference  
MCO 5300.17, CHAP 2, PAR 1.C.(3)
- 200 01 004 Does the unit have procedures to ensure appropriate OQR/SRB entries on drug and alcohol abuse cases are completed?  
Reference  
MCO 5300.17, CHAP 2, PAR 14.A.(1) AND CHAP 3, PAR 10.E
- 200 01 005 Has the unit instituted a policy which support responsible drinking and is that policy prominently displayed?  
Reference  
MCO 5300.17, CHAP 2, PAR 2.A AND B.; MCO 1700.22F, PAR 4.1.A,G.1.

- 200 01 006 Does the unit identify, evaluate, counsel, and refer all Marines involved in drug/alcohol abuse related incidents to the nearest Substance Abuse Counseling Center (SACC), or other service equivalent for screening, in a timely manner?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G. (2) AND CHAP 3, PAR 1.A.
- 200 01 007 Does the SACO ensure appropriate Unit SACO records are maintained and in compliance with confidentiality requirements?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G. (3) AND CHAP 3, PAR 13.A.
- 200 01 008 Can the SACO provide documentation that the command has established an aftercare program that assigns, tracks, and monitors Marines completing treatment?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G.7 AND CHAP 3, PAR 14.A.
- 200 01 009 Does the unit ensure compliance with separation and treatment requirements for Marines involved in drug related incidents and separation or retention and treatment requirements for Marines involved in alcohol related incidents?  
Reference  
MCO 5300.17, CHAP 2, PAR 14 A.(1) AND CHAP 3, PAR 14.C.
- 200 01 010 Are methods in place to ensure the unit has an aggressive compulsory urinalysis testing program, utilizing the DoD Drug Testing Program (DTP) software, ensuring systematic screening of all Marines annually, and at least 10 percent of their population monthly regardless of rank, for the presence of drugs using premise code IR?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.A.
- 200 01 011 Is documentation available that only Cos and Medical Officers are ordering urinalysis testing?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.A.
- 200 01 012 Are procedures in place to ensure the unit views all drug testing results utilizing the Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL) portal?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G.(4)(B)

- 200 01 013 Has the unit established a process to ensure full compliance of the legality/illegality of drug presence in the individual's urine, determined by the CO using the appropriate command confirmation procedures?  
Reference  
MCO 5300.17, CHAP 2, PAR 14.A.
- 200 01 014 Is there a method to test Marines checking in on PCS/UA and extended leave periods of more than five days, within 72 hours of arrival using premise code OO?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.C.(5) AND 5.C.(8)
- 200 01 015 Is there documentation indicating that the command designated responsible Marines as Urinalysis Program Coordinators (UPCs) and observers?  
Reference  
MCO 5300.17, CHAP 2, PAR 6.A.
- 200 01 016 Is there a process in place to indicate observers can thoroughly demonstrate all urinalysis collection procedures?  
Reference  
MCO 5300.17, CHAP 2, PAR 6.A.
- 200 01 017 Are there copies of the DD Form 2624 available to ensure unit personnel involved in the collection/shipment of urine specimens are undergoing a monthly urinalysis test?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.C.(3) AND 5.C.(8)
- 200 03 018 Can the UPC explain each step in properly preparing the urine sample bottles, the sample custody document (DD Form 2624) and shipment procedures?  
Reference  
MCO 5300.17, CHAP 2, PAR 6-9
- 200 01 019 Can the SACO explain the process when a Marine is confirmed for illegal drug involvement and processed for separation?  
Reference  
MCO 5300.17, CHAP 2, PAR 14.A.(1)
- 200 02  
INSTALLATION SUBSTANCE ABUSE PREVENTION PROGRAM  
  
ALCOHOL ABUSE PREVENTION PROGRAM
- 200 02 001 Can the command, where applicable, provide evidence, that a designated Alcohol Abuse Prevention Specialist (AAPS) is available

to provide prevention support?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.

- 200 02 002     Are procedures in place that indicate the AAPS conducted a prevention needs assessment to determine the needs of tenant units?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(1)
- 200 02 003     Can the AAPS provide evidence that an annual alcohol abuse prevention training plan is developed for each major command on the installation?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(2)(B)
- 200 02 004     Has the AAPS created Measures of Effectiveness (MOEs) to evaluate and determine program effectiveness?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(2)(C)
- 200 02 005     Has the AAPS submitted an annual training plan and MOEs to all installation major command Commanding Generals (CGs) for review and approval?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(3)
- 200 02 006     Can the AAPS provide documentation and explain what assistance is provided to Substance Abuse Control Officers (SACOs) in providing prevention education and unit prevention efforts?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(6)
- 200 02 007     Has the AAPS established a process to ensure alcohol abuse awareness is provided to each unit quarterly or as needed using a HQMC approved course?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(7)
- 200 02 008     Does the AAPS prepare, review, maintain, and disseminate alcohol abuse educational materials to military/civilian personnel?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.J.(9)
- 200 02 009     Has the AAPS implemented a quality assurance program, ensuring

program effectiveness?  
Reference  
MCO 5300.17, CHAP 5 PAR 1.

#### DRUG DEMAND REDUCTION PROGRAM

- 200 02 010 Where applicable, is there a designated Drug Demand Reduction Coordinator (DDRC) thoroughly familiar with their responsibilities?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.K.
- 200 02 011 Are procedures established for the DDRC to conduct on-going assessments of tenant organization's illegal drug use prevention needs to develop and revise the Drug Demand Reduction (DDR) program?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.K.(1)
- 200 02 012 Has the DDRC developed an annual drug demand prevention plan for the DDR program and can explain the process, purpose, and how the plan will be evaluated to ensure program effectiveness?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.K.(2)(A-C)
- 200 02 013 Can the DDR validate sponsorship of or participation in events and activities to provide additional drug demand awareness to Marines and their family members?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.K.(9)

#### SUBSTANCE ABUSE COUNSELING CENTER (SACC)

- 200 02 014 Is treatment conducted by qualified personnel?  
Reference  
MCO 5300.17, CHAP 1 PAR 2.h.(9), CHAP 3 PAR 1.b.
- 200 02 015 Is substance abuse treatment provided under the supervision of a Medical Officer (MO)?  
Reference  
MCO 5300.17, CHAP 1 PAR 2.i., CHAP 3 PAR 1.b.
- 200 02 016 Does the SACC provide drug and alcohol services to include screening, early intervention, comprehensive bio-psychosocial assessments, and individualized treatment (except for drug dependence) using the continuum of care model?  
Reference  
MCO 5300.17, CHAP 3 PAR 2.b.

- 200 02 017 Does the SACC communicate recommendations pertaining to Marines to their unit commanders regarding screening, treatment and aftercare status?  
Reference  
MCO 5300.17, CHAP 1 PAR 2.h.(3)
- 200 02 018 Are only Substance Abuse Counselors screening Marines referred to the SACC?  
Reference  
MCO 5300.17, CHAP 3 PAR 2.a.
- 200 02 019 Does the SACC schedule Marines for screening/evaluation following command referral?  
Reference  
MCO 5300.17, CHAP 3 PAR 14.b.
- 200 02 020 Is the SACC screening process properly structured?  
Reference  
MCO 5300.17, CHAP 3 PAR 13.b., CHAP 5 PAR 2.b.
- 200 02 021 Are Marines referred for treatment actively involved in their treatment planning?  
Reference  
MCO 5300.17, CHAP 3 PAR 4.b.(3) and b.(2), PAR 6.
- 200 02 022 Does the SACC have an Interdisciplinary Team (IDT)?  
Reference  
MCO 5300.17, CHAP 1 PAR 2.h.(11), CHAP 3 PAR 2.f.
- 200 02 023 Are Substance Abuse Counselor recommendations approved by the MO?  
Reference  
MCO 5300.17, CHAP 1 PAR 2.i.
- 200 02 024 Does the SACC use the clinical package?  
Reference  
MCO 5300.17, CHAP 3 PAR 13.b.
- 200 02 025 Does the SACC forward active SACC records to the gaining base/station SACC?  
Reference  
MCO 5300.17, CHAP 3 PAR 13.b.

- 200 02 026 Does the SACC provide the following:
1. Monthly training to the SACO/S on referral and treatment issues, and upon request assist SACOs with providing substance abuse education to Marines in their command, to include lesson plan development?
  2. Substance abuse prevention and treatment information and Awareness training to all Marines aboard their installation?
  3. Ensuring clients understand there is no strict confidentiality of communication between counselor and client?
- Reference  
MCO 5300.17, CHAP 1 PAR 2.h.(6),(7),(8)
- 200 02 027 Has the command implemented a Quality Assurance (QA) Program?
- Reference  
MCO 5300.17, CHAP 1 PAR 2.e.(4), CHAP 5
- 200 02 028 Does the SACC provide a written aftercare plan to the CO for each Marine completing treatment?
- Reference  
MCO 5300.17, CHAP 1 PAR 2.g.(7), CHAP 1, PAR 2. h. (3)  
CHAP 2 PAR 14.a. 2 (h),(3)
- 200 02 029 Does the SACC provide ongoing training to personnel including the understanding of Privacy Act and confidentiality requirements?
- Reference  
MCO 5300.17, CHAP 1.PAR 2.h.(10)
- 200 02 030 Has the command provided qualified personnel to accomplish the mission of the SACC program?
- Reference  
MCO 5300.17, CHAP 3 PAR 1.b.
- 200 02 031 Does the SACC have a system for program evaluation and quality assurance?
- Reference  
MCO 5300.17, CHAP 5 PAR 1.
- 200 03 RESERVE UNIT LEVEL PROGRAM
- 200 03 001 Is there a designated SACO or Substance Abuse Control Specialist (SACS) and has this individual completed the requisite training within 90 days of appointment?
- Reference  
MCO 5300.17, CHAP 1, PAR 2.G.

- 200 03 002 Can the SACO produce appointment letters indicating the command designated in writing responsible Marines as UPCs and observers?  
Reference  
MCO 5300.17, CHAP 2, PAR 6.A.
- 200 03 003 Do the UPC and observer demonstrate they are thoroughly familiar with all urinalysis collection procedures?  
Reference  
MCO 5300.17, CHAP 2, PAR 6.A.
- 200 03 004 Are procedures in place to indicate the command views all drug testing results utilizing the IFTDTL portal?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G.(4)(B)
- 200 03 005 Is documentation available that only COs and Medical Officers are ordering urinalysis testing?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.A.
- 200 03 006 Has a process been established to ensure that command confirmation letters are on file as evidence that the legality/illegality of drug presence in the individual's urine, which is determined by the CO using the appropriate command confirmation procedures?  
Reference  
MCO 5300.17, CHAP 2, PAR 14.A.
- 200 03 007 Can the SACO produce a copy of the DD 2624 that indicates reserve component members are tested no later than 72 hours after the beginning of scheduled annual training or initial active training?  
Reference  
MCO 5300.17, CHAP 2, PAR 4.C.(4)
- 200 03 008 Are procedures in place to identify, evaluate, counsel, and refer all Marines involved in drug/alcohol abuse related incidents to the nearest Substance Abuse Counseling Center (SACC), or other service equivalent for screening in a timely manner?  
Reference  
MCO 5300.17, CHAP 1, PAR 2.G. (2) AND CHAP 3, PAR 1.A.
- 200 03 009 Has the command instituted policies which support responsible drinking?  
Reference  
MCO 5300.17, CHAP 2, PAR 2.A AND B.; MCO 1700.22F, PAR 4.1.A AND G.1.0.8K



